

## TOWN OF ENFIELD

# PROFESSIONAL HOME OCCUPATION or HOME OFFICE REGISTRATION FORM

		S	taff Use Only				
Fee:	Zoning Permit #:			View Permit:			
Home (	Occupation		Home Office				
NI							
Name: _	Last		First	Midd	lle		
Address	•						
Auuress		r & Street	City/State	Zip Code			
		BUSINES	S INFORMATION				
		<u> DODITIES</u>					
		Name &	Type of Business				
<b>D V</b>	O D	. O. XV. N. I	6 4 444 1 0				
Do You	Own Proper	ty? - Yes - No 1	f not, Attach Owner	's Written Permi	ssion $\square$		
Duain oa	a I a aati an in	Home and Densent	of Home Used for B				
Dusines	S Location in	nome and Fercent	of Home Osed for B	usiness			
 Number	of Employee	es / Copy of	Professional Licens	e Attached (If red	nuired)		
	- •			·	•		
Descript Used/Ke		ess Operation(s) & 1	List of Vehicles (Reg.	Copy)/Equipme	nt		
Annlica	nt Signatura:			Date:			
	O						
Printed 1	Name:			Date:			
Email: _		Contact #:					
Planning	2 Office Rece	ipt Acknowledgeme	ent:	Date:			

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820 Enfield Street, Enfield CT 06082 Website: www.enfield-ct.gov



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#### 4.50.5 Home Occupations/Home Professional Offices

- **A.** If no changes to the property are required, including any increase in the arrangements for or layout of parking areas, and only residents of the premises are employed, the Office of the Director of Planning and/or the Zoning Enforcement Officer may approve Home Occupations/Home Professional Offices. Such approvals shall be reported to the Commission monthly.
- **B.** If any persons who are not residents of the building are employed, a Special Permit is required.
- C. Under no circumstances shall more than two (2) non-residents be employed.
- **D.** All parking areas providing three (3) or more spaces must be paved and landscaped as required by Article 10.
- **E.** The Office of the Director of Planning shall determine design and construction standards for all parking areas.
- **F.** Not more than 25 percent of the residential structure shall be used for business purposes.
- **G.** The residential character of the building shall be maintained.
- **H.** Customer visits and deliveries by any trucks shall be kept to a minimum.
- **I.** Such uses shall be limited to the primary building on the lot except as may be allowed under the provisions of subsection J. below.
- **J.** Pet grooming may be permitted as a Home Occupation by Special Use Permit subject to the general standards for home occupations as set forth in sections A through I, inclusive, above and the following additional standards: (Added 1/01/08- Amended 5/20/13)
  - **i.** The residential lot on which the home occupation is to be conducted shall have a minimum lot area of 1.5 acres.
  - **ii.** Any wastewater from the proposed use shall be discharged into the Town sewer system subject to approval from the Water Pollution Control Division.
  - iii. The water supply to the use shall be equipped with a backflow prevention device.
  - iv. No more than four animals may be serviced per day.
  - v. No overnight kenneling shall be allowed.
  - vi. No signage may be allowed.
  - vii. Hours of operation shall be limited to 9 a.m. to 6 p.m. on Monday through Saturday with no Sunday hours.
  - viii. If the proposed use is to be located in an accessory structure, such structure shall be located at least fifty feet (50') from the nearest neighboring residential building.
- **K.** (Effective 5/20/13) Yard maintenance services are permitted as a home occupation subject to the general standards for home occupations set forth in sections A through I, inclusive, above and the following additional requirements:
  - i. All storage and maintenance of tools and equipment must be inside the dwelling or inside an accessory structure.
  - **ii.** All storage and maintenance of any products including, but not limited to, fertilizer, lime, mulch and the like, must be inside the dwelling or inside an accessory structure.



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- iii. Only one commercial vehicle may be kept on the property, subject to the standards of Section 3.30.13.
- **iv.** Only one trailer may be kept on the property provided it is located no closer to the front property line than the front wall of the residence and does not exceed a length of twelve (12) feet. The trailer shall contain no advertising.
- **v.** The property shall not be used as a staging or parking area for carpooling or for collecting tools and equipment.
- vi. All tools and equipment used by the yard maintenance service shall be limited to those typically used for yard maintenance work performed on residential properties.
- **vii.** Yard maintenance services are prohibited as a home occupation on any properties located within an Aquifer Protection Area.
- **L.** (Effective 5/20/13) Contractors may obtain a home professional office permit subject to the standards set forth in sections A through I, inclusive, above, and to the following additional requirements:
  - i. The activity shall be conducted strictly as a home professional office only;
  - **ii.** Contractor home occupations are limited to employees who reside at the home. Notwithstanding Table 4.20, Note (8), no other employees are allowed on the property. The property shall not serve as a meeting or gathering point in the course of business activities;
  - **iii.** No building or other materials associated with the home-based business shall be stored or accumulated on the property. This shall include any debris or refuse generated as a result of the business activity.
  - iv. All equipment and tools shall be stored indoors. No heavy equipment shall be stored on the property except those tools and machinery normally used on a residential property. Heavy equipment includes, but is not limited to, dump trucks, trailers and trailer-mounted equipment, "bobcats", backhoes, and scaffolding.
  - **v.** Only one commercial vehicle may be kept on the lot subject to the standards of Section 3.30.13.



## Zoning Review Form for a Trade Name Certificate

Application For:								
☐ Home Occu	pation   Home O	ffice  Other						
Staff Use Only								
Fee:	Zoning Permit #:		View Permit:					
Account #:		Map	# <b>:</b> ]	Lot #:				
Zone(s):	Size of Parcel:							
Current Use:								
Applicant's Nan	me:							
	lress:							
Contact #:		Email:						
Business Name:		l No (Provide Informa Authorization)						
Narrative:								
Applicant Signa	ture:		Da	te:				
Printed Name: _			Da	te:				
Planning Office	Receipt Acknowledg	ement:	D	ate:				

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